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## INTERNAL-AGENCY PROJECT REQUIREMENTS

### I. SECURITY

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1. All contact with [REDACTED] with any A&E or other contractors will always be handled through the [REDACTED] Engineer staff, [REDACTED] (No direct contact by Headquarters personnel, i.e., RECD-OS-RAB)

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### II. SCHEDULE

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1. The Records Administration Branch and [REDACTED] personnel suggested the target schedule shown in the [REDACTED] notes. The key point is that there is NO fixed mandatory date for removal of Agency material from Suitland. The RAB feels continued occupancy could be negotiated up to June 1971, if necessary. [REDACTED] will confirm the reasonableness of the proposed schedule, or suggest a revised schedule.

2. An important point here is that this means time is available for some experimentation and verification of working prototypes, since this is a heavier installation than ever previously installed by any of these vendors.

3. No problems are anticipated in securing a partial obligation of funds prior to 30 June 1970. For example, shelving will be ordered relatively early from the Federal Prison Industries. (Col. [REDACTED], DCS/LOG advised that there was no problem from [REDACTED]'s point of view "holding" the money, as long as they achieve a partial obligation prior to 30 June 1970)

### III. PROJECT CRITERIA & DATA

1. Office of Security/Physical Security Division <sup>WILL</sup> provide specific data on security features for [REDACTED] by 27 April 1970. This will include:

a. The exact description of material to be purchased and installed - nomenclature, model number, manufacturer, etc.

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b. Suggested (or mandatory) locations considering the objectives of these security measures.

2. The shelf loading criteria on which the original cost estimates were based is thirty (30) pounds per box. The chief of the Archives and Records Center would like the anti-tipping device on each row of shelves designed for the maximum expected weight of seventy (70) pounds per box. The Chief, A&RC was asked to review this aspect of the project, and be prepared to suggest alternative solutions if it is found that this new requirement results in a substantial increase in the cost of the project.

3. As of 16 April 1970, no special additional security features have been levied concerning the [REDACTED] installation. This will be confirmed in the next 30 days by [REDACTED] and Office of Security.

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